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*Reports-1*

SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR SEPTEMBER 1962

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<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
1. Vital Records	<div></div>	Presented a Vital Records Workshop to representatives of other Federal Agencies at the Government-wide Records Management Seminar sponsored by the National Archives and Records Service.  Discussed with the DDP/RMO <div></div> the need to keep deposits current. 25X1
2. Records Control Schedules	<div></div>	Completed review of new schedule for OSI; partial schedules for OP, OCR, and CS reviewed and approved.
3. Forms Management		Developed 17 New Forms; revised 21 existing forms and eliminated 2 forms. Completed Forms Management Handbook and forwarded it for coordination.
4. Inventory of Forms		Inventory continuing to determine costs for past year, and future quarterly costs for forms printed in Agency.
5. Survey of Paperwork Process Medical Staff		Resumed Survey on 24 Sept. at request of <div></div> 25X1
6. Review of Requests for Secure Areas		Recommended approval for 1 request in Administration Staff/OI.
7. Requests for Special Filing Equipment		Reviewed and approved 3 requisitions. One requisition held pending check by ARO.
8. Disposal Standards for Intelligence Materials		Discussed with <div></div> Chief, Management Engineering Division, NSA, standards providing for destruction of intelligence materials produced by NSA and held by CIA. 25X1
9. Operation of Agency Records Center and Vital Records Repository		Received 816 cu. ft. of records; disposal of 475 cu. ft.; furnished 26,858 references; on hand 1 Oct 78,859 cu. ft.
		A significant downward trend in the net receipt of records continues; net receipts in Sept. 1962 were 341 as compared to 1336 for Sept. 1961. References continue at a high rate to 1336 for Sept. 1961. References increase as compared to same period in 1961.

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10. Miscellaneous

a. Visit to Social Security Board

[REDACTED]

Accompanied 3 representatives from the Office of Security and 1 from the DDP to Baltimore to see the operations of the Social Security Board. Electrical accounting machines and electronic data processing techniques are used to a great degree in the record keeping of more than 184 million accounts.

b. Three members of this Staff and 3 component Records Officers attended the Inter-Agency Records Administration Conference monthly meeting at the National Archives to hear the Deputy Assistant Archivist, Mr. Everett Alldredge discuss their 5-year Program.

c. [REDACTED] ARO/OTR completed his training at the American University and received a Certificate in Records Administration.

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Remarks:

Bob - The attached summarizes our principal activities for September.

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